

**MINUTES**  
**VILLAGE OF LAKE PARK COUNCIL MEETING**  
**3801 LAKE PARK ROAD, LAKE PARK, NC**  
**REGULAR SESSION**  
**7 PM**

**APRIL 9, 2019**

**ATTENDING:** Mayor David Cleveland  
Council Members: Kristen Bowman, Pam Jack, James Record and Fabian Szarko  
Village Administrator: Cheri Clark  
Finance Officer: Cheryl Bennett  
Attorney: Ken Swain

**CALL TO ORDER:** Mayor David Cleveland called the April 9, 2019 Regular Session Council meeting to order.

**INVOCATION:** Councilman James Record gave the invocation.

**PLEDGE OF ALLEGIANCE:** Mayor David Cleveland led the Pledge of Allegiance.

**PUBLIC COMMENT:** There were no public comments.

**APPROVAL OF MINUTES:** James Record made the motion to approve the March 12, 2019 Regular Session Council Minutes and March 12, 2019 UDO Text Amendment Public Hearing Minutes as presented. Pam Jack seconded the motion. Vote – Unanimous.

**CHANGES TO THE AGENDA:** Kristen Bowman made the motion to adopt the April 9, 2019 Council Meeting Agenda as presented. John Barnes seconded the motion. Vote – Unanimous.

**SECURITY REPORT:** Deputy Rucker shared that there were 82 calls for service in March and 5 alarm calls. There were 13 traffic stops in the month of March. Mike Helms is the new Deputy in Lake Park.

**COMMUNICATIONS:** Council discussed the “Village of Lake Park Policy for Elected Officials and Appointed Boards, Commissions and Committees Using Personal or Professional Social Media Platforms” document and decided to clarify item 5 under Professional and Personal Conduct Standards to read as follows: “Officials are expressly prohibited from using personal or Lake Park official social media to engage in any activity or conduct that violates federal, state, or local law. Officials are also prohibited from using official Lake Park social media accounts to circumvent election or campaign requirement, to campaign for re-election or endorse other candidates for public office.” James Record made the motion to adopt the Village of Lake Park Policy for Elected Officials and Appointed Boards, Commissions and

Committees Using Personal or Professional Social Media Platforms with the change to item 5. Pam Jack seconded the motion. Vote – Unanimous.

Kristen Bowman would like have a two hour training session for the Village of Lake Park Facebook administrators. The training session will cost \$300. James Record made a motion to approve the Facebook training for the administrators. Fabian Szarko seconded the motion. Vote – Unanimous.

The Department of Natural and Cultural Resources has developed the 2019 Local Government Agencies General Records Retention and Disposition Schedule that each municipality in the state needs to adopt. Kristen Bowman made a motion to adopt the 2019 Local Government Agencies General Records Retention and Disposition Schedule. John Barnes seconded the motion. Vote – Unanimous. The Village of Lake Park has a General Records Schedule for Local Government Agencies Records Retention Schedule Amendment for Standard 1: Administration and Management Records Item 46: Office Security Records. James Record made the motion to adopt the amended retention schedule for Office Security Records. John Barnes seconded the motion. Vote – Unanimous.

**PARKS AND RECREATION:** James Record shared that there were four bids for the Landscaping Contract. The low bidder was Lucas Landscaping, Inc. - \$148,962 annually. Parks and Recreation made the recommendation to accept Lucas Landscaping's bid. James Record made the motion to approve the bid from Lucas Landscaping for a three year contract. Pam Jack seconded the motion. Vote – Unanimous.

The original vendor contract for the clock tower has been cancelled.

The Little Library Eagle Scout project should be installed and operational by June 1, 2019.

P&R has two bids for the Connie's Pond walkway and two sidewalk panels at Veterans Pond playground. James Record made a motion to approve up to \$5,000 for the projects. Fabian Szarko seconded the motion. The project will be funded out of Capital Improvements. Vote Unanimous.

Fabian Szarko made a motion to move \$2,000 from Contingency to Park Maintenance to fund having the weeds removed between the curb and the asphalt throughout the Village. Pam Jack seconded the motion. Vote – Unanimous. Fabian Szarko made a motion to have the weeds removed between the curb and the asphalt. John Barnes seconded the motion. Vote – Unanimous.

Fabian Szarko has received two bids to have two "Welcome to Lake Park" signs installed. The signs will be located on Carol Avenue and Faith Church Road. Fabian Szarko made the motion to approve up to \$2,000 for signs. James Record seconded the motion. Vote – Unanimous.

James Record shared that the following events are scheduled in Lake Park.  
Movie in the Park with Union County P&R – April 12<sup>th</sup>

Clean Sweep Project – April 13<sup>th</sup>  
 Memorial Day – May 27<sup>th</sup>  
 July Fourth/25<sup>th</sup> Anniversary Celebration  
 Golden Shoe Scavenger Hunt with Union County

Pam Jack shared that on behalf of the Garden Club, she has requested P&R move the Christmas Celebration to December 8<sup>th</sup>. P&R approved moving the date. Pam Jack also attended the HOA meeting and the HOA Board approved moving the date to December 8<sup>th</sup> since the building will be decorated for the Christmas Tea.

Mayor David Cleveland thanked P&R for all of their work on the landscape contract.

**FINANCE OFFICER'S REPORT:** Cheryl Bennett shared that the Village has received the quarterly State Revenues and the Village expenditures are all within budget.

	<u>Mar 19</u>	<u>Jul '18 - Mar 19</u>	<u>Budget</u>	<u>% of Budget</u>
<b>General fund</b>				
<b>Income</b>				
<b>Property Taxes</b>				
Ad valorem current year	2,876.20	569,314.46	571,266.00	100%
Utility ad valorem	0.00	6,996.00	7,134.00	98%
Motor vehicle tax	7,019.88	55,334.49	83,545.00	66%
Ad valorem prior years	112.33	1,850.33	3,000.00	62%
Penalties and interest	381.86	1,534.31	2,500.00	61%
	<u>10,390.27</u>			
<b>Total Property Taxes</b>	7	635,029.59	667,445.00	95%
<b>Other Taxes</b>				
Stormwater Fees- current year	315.00	62,349.12	62,137.00	100%
Stormwater fees - prior years	30.00	90.00	250.00	36%
	<u>345.00</u>			
<b>Total Other Taxes</b>	345.00	62,439.12	62,387.00	100%
<b>State Shared Revenues</b>				
Alcoholic Beverage Tax	0.00	0.00	14,000.00	0%
	<u>17,838.47</u>			
Sales and use tax	7	104,575.76	200,000.00	52%
Telecom. Sales Tax	547.35	925.24	1,825.00	51%
	<u>21,539.82</u>			
Elec. Sales Tax	2	50,416.11	101,000.00	50%
Video Prog. Sales Tax	4,779.26	9,281.82	20,100.00	46%
Piped Gas Sales Tax	2,765.94	4,344.19	7,100.00	61%
Solid Waste Disposal Tax	0.00	1,871.09	3,750.00	50%
	<u>47,470.84</u>			
<b>Total State Shared Revenues</b>	4	171,414.21	347,775.00	49%
<b>Parks &amp; Recreation Revenue</b>				
Program Fees	183.00	777.00	1,500.00	52%
Facility Rentals	685.00	3,645.00	2,500.00	146%



Clean Sweep Project – April 13<sup>th</sup>  
 Memorial Day – May 27<sup>th</sup>  
 July Fourth/25<sup>th</sup> Anniversary Celebration  
 Golden Shoe Scavenger Hunt with Union County

Pam Jack shared that on behalf of the Garden Club, she has requested P&R move the Christmas Celebration to December 8<sup>th</sup>. P&R approved moving the date. Pam Jack also attended the HOA meeting and the HOA Board approved moving the date to December 8<sup>th</sup> since the building will be decorated for the Christmas Tea.

Mayor David Cleveland thanked P&R for all of their work on the landscape contract.

**FINANCE OFFICER'S REPORT:** Cheryl Bennett shared that the Village has received the quarterly State Revenues and the Village expenditures are all within budget.

	Mar 19	Jul '18 - Mar 19	Budget	% of Budget
<b>General fund</b>				
Income				
Property Taxes				
Ad valorem current year	2,876.20	569,314.46	571,266.00	100%
Utility ad valorem	0.00	6,996.00	7,134.00	98%
Motor vehicle tax	7,019.88	55,334.49	83,545.00	66%
Ad valorem prior years	112.33	1,850.33	3,000.00	62%
Penalties and interest	381.86	1,534.31	2,500.00	61%
Total Property Taxes	10,390.27	635,029.59	667,445.00	95%
Other Taxes				
Stormwater Fees- current year	315.00	62,349.12	62,137.00	100%
Stormwater fees - prior years	30.00	90.00	250.00	36%
Total Other Taxes	345.00	62,439.12	62,387.00	100%
State Shared Revenues				
Alcoholic Beverage Tax	0.00	0.00	14,000.00	0%
Sales and use tax	17,838.47	104,575.76	200,000.00	52%
Telecom. Sales Tax	547.35	925.24	1,825.00	51%
Elec. Sales Tax	21,539.82	50,416.11	101,000.00	50%
Video Prog. Sales Tax	4,779.26	9,281.82	20,100.00	46%
Piped Gas Sales Tax	2,765.94	4,344.19	7,100.00	61%
Solid Waste Disposal Tax	0.00	1,871.09	3,750.00	50%
Total State Shared Revenues	47,470.84	171,414.21	347,775.00	49%
Parks & Recreation Revenue				
Program Fees	183.00	777.00	1,500.00	52%
Facility Rentals	685.00	3,645.00	2,500.00	146%

Daily swim fees	0.00	9,408.10	12,000.00	78%
Season pass pool fees	<u>2,360.00</u>	<u>2,745.00</u>	<u>50,000.00</u>	<u>5%</u>
Total Parks & Recreation Revenue	3,228.00	16,575.10	66,000.00	25%
Other revenues				
Zoning Permits	58.00	889.00	1,200.00	74%
Approp. Fund Bal. Stormwater	0.00	0.00	55,000.00	0%
Approp. Fund Balance	0.00	0.00	58,983.00	0%
Civil Penalties	325.00	525.00	500.00	105%
Investment revenue	833.19	9,357.90	3,600.00	260%
Miscellaneous	<u>0.00</u>	<u>5,145.62</u>	<u>2,120.00</u>	<u>243%</u>
Total Other revenues	<u>1,216.19</u>	<u>15,917.52</u>	<u>121,403.00</u>	<u>13%</u>
	62,650.3		1,265,010.	
Total Income	<u>0</u>	<u>901,375.54</u>	<u>00</u>	<u>71%</u>
	62,650.3		1,265,010.	
Gross Profit	<u>0</u>	<u>901,375.54</u>	<u>00</u>	<u>71%</u>
Expense				
General Government				
Other Expenditures				
Contingency	0.00	0.00	10,500.00	0%
Stormwater Expense				
Advertising	0.00	0.00	100.00	0%
Dues and Permits	0.00	750.00	750.00	100%
Prof. Fees - Engineering	283.75	1,451.16	18,000.00	8%
Repairs & Maint. Services	<u>4.00</u>	<u>92,192.13</u>	<u>98,537.00</u>	<u>94%</u>
Total Stormwater Expense	<u>287.75</u>	<u>94,393.29</u>	<u>117,387.00</u>	<u>80%</u>
Total Other Expenditures	287.75	94,393.29	127,887.00	74%
Planning and Zoning				
Zoning Admin. Services	1,089.08	9,801.72	13,069.00	75%
Code Enforcement Services	0.00	0.00	600.00	0%
Consulting Fees	0.00	0.00	4,000.00	0%
Legal Services	0.00	528.00	7,000.00	8%
Advertising	0.00	0.00	220.00	0%
Postage	0.00	6.70	80.00	8%
Supplies	0.00	99.08	300.00	33%
Training	<u>0.00</u>	<u>150.00</u>	<u>800.00</u>	<u>19%</u>
Total Planning and Zoning	1,089.08	10,585.50	26,069.00	41%
Gen. Govt. Personal Services				
Adm Assistant	1,406.00	10,079.50	13,300.00	76%
Clerk/Tax Collector	5,731.08	51,579.72	68,773.00	75%
Council	3,201.50	9,604.50	12,806.00	75%
Finance Officer	1,514.17	13,627.53	18,170.00	75%
Mayor	1,313.25	3,939.75	5,253.00	75%
Payroll Expenses	<u>1,090.51</u>	<u>7,587.90</u>	<u>10,150.00</u>	<u>75%</u>

Total Gen. Govt. Personal Services	14,256.5 1	96,418.90	128,452.00	75%
Professional Fees				
Auditing Services	0.00	4,820.00	4,820.00	100%
Legal Services	0.00	3,840.00	12,000.00	32%
Total Professional Fees	0.00	8,660.00	16,820.00	51%
Supplies and Materials				
Office	962.34	3,604.04	6,100.00	59%
Total Supplies and Materials	962.34	3,604.04	6,100.00	59%
Services				
Communications	0.00	666.57	3,000.00	22%
Advertising	0.00	0.00	300.00	0%
Membership and dues	0.00	5,152.00	5,200.00	99%
Bank charges	30.37	552.19	950.00	58%
Elections	0.00	0.00	0.00	0%
Insurance/bonds	0.00	9,930.23	9,931.00	100%
Miscellaneous oper. exp.	0.00	33.89	969.00	3%
Website/flyers	400.00	1,300.00	1,500.00	87%
Printing & Delivery Newsletter	213.32	1,594.01	2,350.00	68%
Postage	172.65	592.81	660.00	90%
Property Tax	0.00	261.69	400.00	65%
Tax collection	227.69	1,641.65	2,000.00	82%
Telephone	494.22	4,389.44	5,760.00	76%
Training	0.00	0.00	600.00	0%
Travel	85.26	461.81	1,200.00	38%
Total Services	1,623.51	26,576.29	34,820.00	76%
Capital Outlay				
Furniture/Office	0.00	0.00	7,000.00	0%
Sidewalk repairs	0.00	2,874.00	25,000.00	11%
Reserve for Capital Replacement	0.00	0.00	10,000.00	0%
Total Capital Outlay	0.00	2,874.00	42,000.00	7%
Total General Government	18,219.1 9	243,112.02	382,148.00	64%
Parks & Recreation				
Parks/Rec. Supplies & Materials				
Flags	546.80	546.80	1,000.00	55%
Janitorial /Cleaning Supplies	0.00	158.22	250.00	63%
Food/Provisions - events	0.00	1,607.97	3,500.00	46%
Pool Supplies	0.00	4,937.63	6,500.00	76%
Total Parks/Rec. Supplies & Materials	546.80	7,250.62	11,250.00	64%
Parks/Rec Services				
Pool management fee	0.00	17,150.50	52,430.00	33%
Pool Operations	676.84	2,286.84	7,100.00	32%
Comm. center maintenance	3,335.52	7,614.53	9,400.00	81%

Seasonal Decorations	750.00	15,137.44	18,000.00	84%
Events Services	81.97	2,737.72	3,000.00	91%
Water/Sewer	262.60	3,622.03	8,000.00	45%
Natural Gas	113.46	565.03	700.00	81%
Total Parks/Rec Services	5,220.39	49,114.09	98,630.00	50%
Maintenance of Common Areas				
Landscaping	13,000.00	101,936.64	150,550.00	68%
Park maintenance	14,727.95	31,727.06	48,545.00	65%
Pond maintenance	1,381.50	12,433.50	19,600.00	63%
Electric Maintenance	0.00	7,192.72	10,500.00	69%
Repairs of Common Areas	375.00	375.00	2,000.00	19%
Total Maintenance of Common Areas	29,484.45	153,664.92	231,195.00	66%
Parks/Rec Capital Outlay				
Two Welcome Signs	0.00	0.00	5,000.00	0%
Reserve for Tennis Court	0.00	0.00	10,000.00	0%
Connies Pond Walkway	0.00	0.00	5,000.00	0%
Reserve for Playground	0.00	0.00	5,000.00	0%
Pool Cover and Drain	0.00	7,795.11	11,000.00	71%
Total Parks/Rec Capital Outlay	0.00	7,795.11	36,000.00	22%
Total Parks & Recreation	35,251.64	217,824.74	377,075.00	58%
Public Services/Safety				
Capital Outlay Radar Speed Sign	155.98	3,838.98	4,000.00	96%
Electric bills	7,757.52	78,690.91	112,888.00	70%
Street Signs	0.00	7,338.00	7,500.00	98%
Waste Collection	15,313.31	120,700.55	189,000.00	64%
Law enforcement	0.00	144,298.80	192,399.00	75%
Total Public Services/Safety	23,226.81	354,867.24	505,787.00	70%
Total Expense	76,697.64	815,804.00	1,265,010.00	64%
Net Ordinary Income	14,047.34	85,571.54	0.00	100%
Other Income/Expense				
Other Income				
Fund Bal. from Powell Bill	0.00	0.00	175,000.00	0%
Interest - Powell Funds	0.00	1,551.37	200.00	776%
Powell Bill Revenue	0.00	95,256.67	96,050.00	99%
Total Other Income	0.00	96,808.04	271,250.00	36%
Other Expense				
Street Exp. - Powell Bill	137.96	138,839.51	271,250.00	51%
Total Other Expense	137.96	138,839.51	271,250.00	51%
Net Other Income	-137.96	-42,031.47	0.00	100%



Net Income

-			
14,185.3			
0	43,540.07	0.00	100%

**PUBLIC SERVICES (Street, Waste Collection & Lighting):** Mayor David Cleveland has received a quote from Red Clay for general area and pothole repairs - \$16,055. The biggest area to be addressed is between Lake Park Road and Creft Circle. There is also a curb repair on Joshua Alley at Faith Church Road and some crack fill where the overall asphalt is in good shape but cracks are beginning to form. Pam Jack made a motion to approve up to \$17,000 for street repairs. James Record seconded the motion. The street repairs will be funded out of Powell Bill. Vote – Unanimous.

There is a stop sign at the intersection of Bessant and Sybil Court that needs to be replaced. James Record made a motion to approve \$200 to replace the stop sign. Kristen Bowman seconded the motion. Powell Bill will pay for the regulatory sign replacement. Vote – Unanimous.

John Barnes discussed adding a light in Russell Park. The light will be an LED light since Union Power no longer installs high power sodium lights. James Record made a motion to move \$1,200 from Contingency to Electrical. Kristen Bowman seconded the motion. Vote – Unanimous. John Barnes made a motion to approve up to \$1,200 for the additional light in Russell Park. James Record seconded the motion. Vote – Unanimous.

John Barnes made a motion to approve \$1,800 to add two additional outdoor receptacles to the Community Center. Pam Jack seconded the motion. The project will be funded out of Electrical Maintenance. Vote – Unanimous.

**COMMUNICATION INFORMATION:** Kristen Bowman shared that topics for the May newsletter include the new Deputy Mike Helms, the new landscaping contract, events, swim team information, Parking Ordinance and Waste Collection.

**COUNCIL COMMENTS:** Kristen Bowman shared that the Hoover/Queens Park looks nice since the two trees have been removed.

Pam Jack wished everyone a Happy Easter.

Mayor David Cleveland reminded Council to get their budget numbers to Cheryl Bennett as soon as possible. Budget Workshop is Tuesday, April 23<sup>rd</sup> at 7 pm.

**ADJOURN:** Fabian Szarko made the motion to adjourn. Pam Jack seconded the motion. Vote – Unanimous.

  
Mayor David Cleveland

Respectfully submitted,

  
Village Administrator, Cheri Clark

